#### OBJECTIVES OF RECORDS MANAGEMENT PROGRAM FOR FISCAL YEAR 1955 AND ACCOMPLISHMENTS TO 1 DECEMBER 1954

IN PROCESS COMPLETED OBJECTIVE a. Handbook for Vital Materials B. Handbook for Subject Filing, Develop Handbooks of instructions, Handbook for Mail Control 25X1 notices, regulations, and publicity EB c. Handbook for Microphotography Operating Guides, Reports Managematerial. d. Records Disposition Handbook ment. Clossary of Administrative Analysis Ouide, Reports Management e. Introduction to Reports Management Terminology f. Fores Management Handbook pemphlet. g. Courier Receipt Procedure Correspondence Style and Procedures, h. Agency Notices on Use of HG | 25X1 Correspondence Management pamphlet Standard Folders f. Writing Improvement Guides: (1) "What is Readability?" 1. Agency Notice on Utilization g. of Correspondence File Cabinets "Modern Writing Styles" Revised Records Management (2)Poster on Utilisation of Forms Regulation h. Informational pamphlet - Forms Dispatch Procedure "Streamlining Your Writing" Management (A series of 25 informational shorts, each dealing with a particular aspect of writing) Approximately 60% complete. Preliminary review completed. 2. Publish index to Agency forms. New system installed. 3. Revise forms numbering system. New system installed. Install Vital Materials inventory system. Equipment and current projects inven-Report of findings and recommend-5. Survey Agency microfilming operations. tory completed. ations. Office of Operations (Chief) PATD 6. Conduct records management surveys **B**. Security Office Signal Center - saintenance of and develop records control Office of the General Counsel cables for Vital Materials schedules and disposition scheduler. Office of Research & Reports c. WH d. DD/P area - NEA Div.; FE Division? d. OSI CHE

Soveat Staff

Audit Office

g.

h.

FDD

25X1

f. Cable Secretariat - cable re-

Reports Mgt. Programs - Office

of Comptroller and Logistics

ceipting system.

h. Office of the Comptroller Approved For Release 2005RF21: CIA-RDP70-00211R000300140009-3 control schedules

CAJ	ective	SECREPLEMED	IN PROCESS
.7.	Prepare procedures and plans for transfer of Records Center.		<ul> <li>a. Handbook for Center Operations</li> <li>b. Courier Service Requirements</li> <li>c. Telecommunications Service Requirements.</li> <li>d. Procurement of Hydraulie - Forklift</li> <li>e. Procurement of Shelving</li> <li>f. Recruitment of Personnel</li> </ul>
8.	Receive and service additional in- active records.	a. Received to 1 Dec. 1954 - 2,699 cu. ft., equivalent of 337 cabinets valued at \$60,206. b. Requests rerviced to 1 Dec 42,039.	<ul> <li>a. Inactive records currently received at rate of approximately 2.4-drawer file cabinets each working day.</li> <li>b. References being under at rate of 396 per working day.</li> </ul>
9.	Continue development of steel covered desk trays to reduce safe file requirements.	Sample trays tested and approved for use.	Purchase of 1,200 for office use.
10.	Complete the standardization of format and design of Foreign Intelligence Reporting form.	Preliminary form developed and installed on trial basis. Savings to date estimated at \$8,120 annually.	Further development to accomplish full objective of improved procedure and additional ravings.
11.	Develop corresponder showing the re- petitive standard reports and requests required throughout Meadquarters.		Approximately 60% complete.
12.	Determine advisability of stocking only unmatermarked (storile) stationery	Determined annual requirements for all types of Agency stationery.	Study still in process to determine feasibility.
13.	Review requests for sicrofilm equipment and new sicrofilming projects.	Reviewed 21 requests for equipment and effected savings of \$1,500 by changes.	Reviewing current requests.
14.	Develop and maintain schedules for current deposits of Vital Materials.	Schedules reviewed and completed where necessary.	Current deposits being made by all offices.
15.	Process requests for new, revised, re- printed forms.	a. New forms 107 b. Revised forms 283 c. Reprinted forms 102 d. Other actions on forms 535	Average of 6 requests per day.

### OBJECTIVES OF RECORDS MANAGEMENT PROGRAM FOR FISCAL YEAR 1955 AND ACCOMPLISHMENTS TO 1 DECEMBER 1954

OBJECTIVE		COMPLETED	IN PROCESS	
25X1 25X1	Develop Handbooks of instructions,	a. Handbook for Subject Filing,  BR  b. Operating Guides, Reports Management.  c. Analysis Guide, Reports Management  d. Introduction to Reports Management  pamphlet.  e. Correspondence Style and Procedures,  BR  f. Correspondence Management pamphlet  g. Writing Improvement Guides:  (1) "What is Readability?"  (2) "Modern Writing Styles"  h. Poster on Utilization of Forms  i. Informational pamphlet - Forms  Management	a. Handbook for Vital Materials b. Handbook for Mail Control c. Handbook for Milrophotography d. Records Disposition Handbook e. Glossary of Administrative Terminology f. Forms Management Handbook g. Courier Receipt Procedure h. Agency Notices on Use of Standard Folders i. Agency Notice on Utilization of Correspondence File Cabinet j. Revised Records Management Regulation k. Dispatch Procedure l. "Streamlining Your Writing" (A series of 25 informational sheets, each dealing with a particular aspect of writing)	
2.	Publish index to Agency forms.	Preliminary review completed.	Approximately 60% complete.	
3.	Revise forms numbering system.	New system installed.	·	
4.	Install Vital Materials inventory system.	New system installed.		
5.	Survey Agency microfilming operations.	Equipment and current projects inventory completed.	Report of findings and recommendations.	
6.	Conduct records management surveys and develop records control schedules and disposition schedules.	a. FBID b. Signal Center - maintenance of cables for Vital Materials c. WH d. OSI e. CHE f. Sowmat Staff	a. Office of Operations (Chief) b. Security Office c. Office of the General Counsel d. Office of Research & Reports e. DD/P area - NEA Div.; FE Division; f. Cable Secretariat - cable re- ceipting system.	

25X1

g. Audit Office ceipting system.
h. FID g. Reports Mgt. Programs - Office of Comptroller and Logistics h. Office of the Comptroller - records control schedules

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OBJECTIVE		SECRET	IN PROCESS
7.	Prepare procedures and plans for transfer of Records Center.		a. Handbook for Center Operations b. Courier Service Requirements c. Telecommunications Service Requirements. d. Procurement of Hydraulic - Forklift e. Procurement of Shelving f. Recruitment of Personnel
8.	Receive and service additional in- active records.	<ul> <li>Received to 1 Dec. 1954 - 2,699 cu. ft., equivalent of 337 cabinets valued at \$80,206.</li> <li>Requests serviced to 1 Dec 42,039.</li> </ul>	<ul> <li>a. Inactive records currently received at rate of approximately 2 4-drawer file cabinets each working day.</li> <li>b. References being made at rate of 396 per working day.</li> </ul>
9.	Continue development of steel covered desk trays to reduce safe file requirements.	Sample trays tested and approved for use.	Purchase of 1,200 for office use.
10.	Complete the standardization of format and design of Foreign Intelligence Reporting form.	Preliminary form developed and installed on trial basis. Savings to date estimated at \$8,120 annually.	Further development to accomplish full objective of improved procedure and additional savings.
11.	Develop corresponder showing the re- petitive standard reports and requests required throughout Headquarters.		Approximately 60% complete.
12.	Determine advisability of stocking only unwaterwarked (sterile) stationery	Determined annual requirements for all types of Agency stationery.	Study still in process to determine feasibility.
13.	Review requests for microfilm equipment and new microfilming projects.	Reviewed 21 requests for equipment and effected savings of \$1,500 by changes.	Reviewing current requests.
14.	Develop and maintain schedules for current deposits of Vital Materials.	Schedules reviewed and completed where necessary.	Current deposits being made by all offices.
15.	Process requests for new, revised, reprinted forms.	a. New forms 107 b. Revised forms 283 c. Regrinted forms 102 d. Other actions on forms 535	Average of 6 requests per day.

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